

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Financial Institution/Bank]
[Claims Department Address]
[City, State, Zip Code]

RE: Submission of Affidavit for Forged Indorsement Claim
Account Number: [Your Account Number]
Check Number: [Check Number]
Claim Number: [Claim Number, if already provided]

To the Claims Department,

I am writing to formally submit the enclosed Affidavit of Forgery regarding the unauthorized indorsement and negotiation of the check referenced above.

As previously reported, the check in the amount of \$[Dollar Amount], dated [Check Date], and made payable to [Payee Name], was negotiated without my authorization. The indorsement on the back of the check is a forgery and was not signed by me or any authorized representative.

Enclosed with this letter, please find:

- The completed and notarized Affidavit of Forgery.
- A copy of the front and back of the forged check.
- A copy of my valid government-issued identification.
- [List any other supporting documents, e.g., police report].

I request that you complete your investigation into this matter and credit the funds back to my account as soon as possible. Please notify me in writing once the claim has been processed or if you require additional information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]